



MEMORANDUM

Tuesday, October 14, 2014

Subject: 650 Reports / Erroneous Employee Names

Why You Get Employee's On Your 650 File That Don't Belong To You

When an employee first enrolls they have to select the payroll office that pays them. The employee can change this later if they need to.

By the 4th business day of every month Savings Plus captures these submissions and forwards them to you via the 650 file. Unfortunately employee's don't always know who pays them and they incorrectly select your payroll office. To date you've been great and letting us know when you have employee's on your file that don't belong to you. We research these employees and determine who the correct payroll office is and update our system. However, in order to insure they do not re-appear on your 650 file we have to send a "stop" on the next month's 650 file. Once we've sent you the "stop" the employee will no longer be on your Savings Plus 650 file.

On occasion we may have a participant that we need to adjust the contribution or loan repayment amount off-cycle from the 650 file transmission. When we have this business need we (Kristie Chavez, Ronnie Garcia, or Sarah Reeder) will send you an email requesting the change.

Please let us know if the email needs to contain any specific information.

Please contact sarah.ketchum@calhr.ca.gov if you have any questions about this memorandum.